



COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON, D.C. 20548

06C67-287  
Executive Registry  
67-47921  
DO/S 67-5721

B-162167

November 2, 1967

Dear Mr. Helms:

I have your letter of October 3, 1967, forwarding for my approval, in accordance with section 9 of the Records Disposal Act of July 7, 1943, 44 U.S.C. 374, a proposed financial records retirement program covering various records of the Central Intelligence Agency. Under the proposed program, you would effect disposition of the related records pursuant to the standards set forth in the schedule after conducting your own audit of accounts.

Since these standards are generally patterned after retirement standards for similar records approved for other departments and agencies, I concur in their adoption.

Sincerely yours,

Comptroller General  
of the United States

The Honorable Richard Helms  
Director, Central Intelligence Agency

NOV 3 1967

ORIGINAL FINANCIAL RECORDS RETIREMENT SCHEDULE

Description of Records

Disposition Instructions

- |   |   |
|---|---|
| 1. Original Headquarters and field collection and miscellaneous disbursement records.   |   |
| a. Original collection and disbursement records including Washington and field statements of transactions, supporting vouchers, schedules, receipts, authorizations, and related papers exclusive of freight, transportation and payroll records. | Destroy 12 years after the period of the account.                               |
| 2. Original Headquarters and field payroll records pertaining to salary and allowance payments to Agency employees.   |   |
| a. Individual pay card or equivalent, reflecting detailed pay, deductions and service records.  | Destroy 56 years after date of last entry on card.                              |
| b. Original payroll vouchers for indigenous employees. (Individual pay cards <u>not</u> maintained.)  | Destroy after 56 years from dates of the accounts in which they were submitted. |
| c. Original payroll vouchers and bond schedules for Headquarters personnel and FBIS U. S. Citizen field personnel. (Individual pay card or equivalent maintained.)  | Destroy 12 years after the period of account in which they were submitted.      |
| d. Leave records, maintained independently of pay and earning records.  |   |
| (1) Pay or fiscal copy.   |   |
| (a) Final leave record showing accumulated leave on separation.   | Destroy 10 years after last entry on card.                                      |

-2-

Description of Records

Disposition Instructions

- |   |   |
|---|---|
| (b) All other pay or fiscal copies.   | Destroy 3 years after audit of related pay records.   |
| c. Time and attendance reports, notification of personnel actions (exclusive of those in Official Personnel Folders), payroll control registers and payroll change slips. | Destroy 2 years after audit of related pay records.   |
| 3. Original Headquarters and field transportation and freight records.  | Retain for 4 years after the period of account. Freight or passenger transportation vouchers which have become involved in litigation or another condition that requires the voucher to be retained beyond the 4 year retention period should be retained for 10 years after the period of the account. |
| 4. Contracts  |   |
| a. Original numbered contracts and letters of agreements on negotiated contracts covering general Agency procurement.   | Destroy 12 years after the end of the fiscal years in which the contracts were stored in the Agency (CIA) Records Center.   |
| 5. Personal Service Contracts   |   |
| a. Personal service contracts for experts, consultants and part-time employees.   | Destroy 12 years after the end of the fiscal year in which the contracts were stored in the Agency (CIA) Records Center.  |
| 6. Accounting Records   |   |
| a. General Accounts Ledgers   | Destroy 10 years after close of fiscal year involved.   |
| b. Allotment Records  | Destroy 10 years after close of fiscal year involved.   |

SECRET

REF 8-1769

DD/S 68-1669

29 MAR 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Financial Records Retirement Program

- REFERENCES :
- (a) Your Memorandum, Same Subject, dated 11 December 1967
  - (b) Memorandum for DDS from Director of Finance, Same Subject, dated 2 February 1968
  - (c) Retirement Schedule Approved by the Comptroller General

1. This memorandum contains a recommendation for your approval. The recommendation is contained in paragraph 5.

25X1

2. As a matter of general information the volume of financial records now at the [redacted] Records Center totals approximately 10,000 cubic feet; of this total approximately 8,000 cubic feet are covered by reference (c). The records not covered by reference (c) represent for the most part retired records which will be destroyed at the expiration of retention periods already specified in previously approved schedules. An estimated 3,000 cubic feet of the records covered by reference (a) are of an age which can be destroyed at this time subject to the satisfactory resolution of two points which are discussed in the next paragraph. These latter records are comprised principally of original vouchers and supporting documentation created at Headquarters and at field stations. The retention period provided by the retirement schedule is 12 years for such vouchers except for payroll vouchers for indigenous employees for whom individual pay cards are not maintained; a 56 year retention period is prescribed for the latter category of voucher.

3. The two points for which policy determinations are desired are as follows:

- a. The original payroll vouchers for indigenous employees for which a 56 year retention period is prescribed are included with the original vouchers of field

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET

SUBJECT : Financial Records Retirement Program

stations for all other transactions for which a 12 year retention period is prescribed. The vouchers for accountings by Class B and Class C stations which are certified and vouchered at Headquarters are intermingled throughout the entire lot of original vouchers prepared at Headquarters. There is no economically feasible way to identify the specific vouchers for which a 56 year retention period is applicable.

We see no practical necessity for the retention of payroll vouchers for indigenous employees for more than 12 years. In our review of records retirement schedules which have been developed by the General Services Administration for general use by Government agencies we find no special reference to payroll vouchers for indigenous employees. It is to be noted in this connection that the Comptroller General in his approval of the Agency records retirement schedule stated:

"Since these standards are generally patterned after retirement standards for similar records approved for other departments and agencies, I concur in their adoption."

As a matter of interpretation, therefore, we suggest that the Comptroller General statement be considered as an approval in principle. On this basis, we believe it would be appropriate to modify the schedule to provide a 12 year retention period for these vouchers, consistent with retirement standards for similar records approved for other departments and agencies.

- b. The Office of Security in a previous review of a proposed records schedule recommended a retention period of 20 years instead of 12 years for the types of records described in items 1a and 1c of reference (c). That recommendation is stated in the attached memorandum to the Special Support Assistant to the DDC from the Deputy Director of Security dated 11 December 1963, and was based on the promise that such records had proven useful on occasion in security analyses. We were informed on 5 February 1964 by route sheet also attached that the DD/P concurred in those views.

There have been relatively infrequent requests by the Office of Security and DD/P components for searches of old financial records. Clearly this Office is not in

SECRET

SECRET

SUBJECT : Financial Records Retirement Program

a position to judge whether the benefits derived from these searches warrant the cost of retaining this type of record for an additional 8 year period. The annual costs of such additional storage based on the most recent storage cost estimate of \$1.88 per cubic foot per annum are estimated at \$4,500 per year based on an estimated records accumulation of 300 cubic feet per year of these records.

4. Destruction of any significant quantity of financial records at Warrenton must be deferred until the above points are resolved. Unless we modify the 56 year retention period for the payroll vouchers for indigenous employees, it will be necessary as a practical matter to apply that retention period to the entire category of original vouchers which represents about 80 percent of the records which could otherwise be destroyed now under the recently approved schedule. If the retention period for such payroll vouchers is modified, a 20 year retention period must be applied to the entire category of original vouchers unless the Office of Security and EDP positions are modified. We have no reservations whatsoever in reiterating that a maximum retention period of 12 years is fully adequate insofar as Office of Finance requirements are concerned.

5. It is recommended subject to Director of Security and Deputy Director for Plans agreement that a maximum retention period of 12 years be applied to all original vouchers including payroll vouchers for indigenous employees (item 2b of reference (c)). Copies of this memorandum are being provided to the Director of Security and to the Deputy Director for Plans for consideration of their interests in this matter.



*for* R. H. FUCHS  
Director of Finance

The recommendation in paragraph 5  
is approved:

\_\_\_\_\_  
Deputy Director for Support

\_\_\_\_\_  
Date

Distribution:

- Original & 2 - Addressee
- 1 - Deputy Director for Plans
- 1 - Director of Security
- 2 - Records Mgmt. Officer/OF
- 2 - Director of Finance Subj., Chrono
- 1 - OF Registry
- 3 - PPS Files

ILLEGIB

SECRET

☐ CONFIDENTIALINTERNAL  
USE ONLY☐ CONFIDENTIAL☒ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Financial Records Retirement Program

FROM:

Deputy Director for Support  
7D-26 Headquarters

EXTENSION

NO.

DATE

12 APR 1966

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

25X1

RECEIVED

FORWARDED

1. Director of Security  
4E-60 Headquarters

3 to 1:

For your review and comment  
on paragraph 5 of the attached  
memorandum.

2.

3. Deputy Director for  
Support 7D-26 HQS

4.

5.

6.

7.

8.

9.

10.

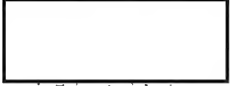
11.

12.

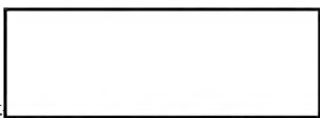
13.

14.

15.

  
John W. Coffey  
Acting Deputy Director  
for Support

1 to 3:

Members of my Staff have  
reviewed the attached papers  
and concur in the recommenda-  
tion for a maximum retention  
period of twelve years as stated.
  
Howard J. Osborn  
Director of Security  
22 APR 1966

25X1

25X1

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☒ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Financial Records Retirement Program

FROM:

Deputy Director for Support  
7D-26 Headquarters

EXTENSION

NO.

DATE

15 JUN

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Counter Intelligence Staff, DDP

2. 2B-46 Headquarters

3.

4. Deputy Director for Plans  
3C-34 Headquarters

25X1

5.

6. Deputy Director for Support  
7D-26 Headquarters

JUN 1969

7.

8.

9.

10.

11.

12.

13.

14.

15.

To 1 and 4:

For your review and comment on paragraph 5 of the attached memorandum.

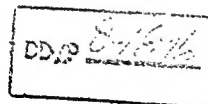
John W. Coffey  
Acting Deputy Director  
for Support

25X1

ILLEGIB

FORM 100-10 PREVIOUS EDITIONS ☒ SECRET ☐ CONFIDENTIAL ☐ UNCLASSIFIED

~~SECRET~~



8 May 1968

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT: Financial Records Retirement Program

REFERENCE: Memorandum from the Director of Finance  
to the Deputy Director for Support  
dated 29 March 1968.

1. This Staff feels that it needs the retention of travel accounting records (PCS and TDY), operational entertainment and expense vouchers, leave records, field transportation records and personal service contracts on a relatively long term basis in order to effectively carry out its responsibilities in highly important sensitive counterintelligence cases.

2. The frequency of requests for searches of the financial records is not a substantive basis for judging value of the records. The financial records permit detailed reconstruction of travel and assignments impossible to obtain from any other records in the Agency. The operational files permit only the reconstruction of the operational activity without reference to other actions on the part of staff, staff agent, and contract personnel which becomes highly important in cases involving operational security as to such personnel.

3. We feel that a thirty year retention period would be more realistic than 12, 20 or 56 mentioned variously in reference document. If we should have a case comparable to that of H.A.R. Philby, we could very well wish to re-search activities extending that far back in time.

[Redacted Signature]

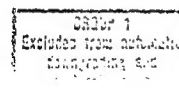
James Angleton  
Chief, Counter Intelligence Staff

25X1

Distribution:  
Original & 1 - Addressee

Attachments:  
Memo from Dir. of Finance  
with attachments thereto.

~~SECRET~~



DD/S 68-4221

23 Aug '68

MEMORANDUM FOR: Director of Finance

SUBJECT: Financial Records Retirement Program

1. I am returning the proposal which the Office of Finance made on 29 March 1968 with regard to the retention of certain Agency records which include payroll vouchers for indigenous employees.

2. The Office of Security concurred in the proposed retention of twelve years from a security standpoint, but the Deputy Director for Plans suggested a compromise period of retention of thirty years. Subsequent to the replies from the Office of Security and the DD/P, the Agency Records Administration Officer and the Office of General Counsel have indicated that there can be no alternative to the sorting out of payroll records of indigenous personnel if a retention period of less than 56 years is to be applied to the remaining records. It may be that sorting of this material can be an important part of the overall screening of records, which is to be undertaken within the next few weeks.

3. In view of the objections of the OGC and the Records Administration Officer, I cannot approve the recommendation in the attached memorandum but suggest a revision of our procedures in order to permit the segregation of records which must be held for different periods of time.

\*CONCUR:

/ [ ] OGC, 8/22/68

R. L. Bannerman  
Deputy Director  
for Support

Att.

Memo dtd 29 Mar 68 to DD/S & D/OP, same subj

SPA-DD/S:HM:bah (19 August 68)

Distribution:

- Orig & 1 - Adse w/O & 6 of att (DD/S 68-1669) with own atts
- 1 - DD/S Subject w/ att
- 1 - DD/S Chrono w/o att
- 1 - SPA Chrono w/o att
- (L) Ch, SSS w/o att

STAT